

ADMINISTRATOR REPORT
April 26, 2018

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: May 1, 2018 Board of Supervisors Meeting

6:00 PM - Call to Order and Pledge of Allegiance by Chairman Gunter
Moment of Silence

1. APPROVAL OF MINUTES

[REGULAR MEETING – APRIL 3, 2018](#)

[BUDGET WORK SESSION – APRIL 10, 2018](#)

2. APPEARANCES

- a. [RESOLUTION PRESENTATION TO KENNETH KIRBY, VOLUNTEER FIREFIGHTER](#)

At the April 3rd Board of Supervisors meeting the Board adopted a [resolution](#) honoring Kenneth Kirby, a volunteer firefighter who was awarded the 2017 Governor's Volunteer Firefighter of the Year Award.

RECOMMENDATION: Staff recommends the Chairman present the resolution to Mr. Kirby.

3. ADMINISTRATOR'S ITEMS

[Frank J. Rogers, County Administrator](#)

- a. [LOCAL DECLARATION OF EMERGENCY – TORNADO APRIL 15, 2018](#)

On April 15, 2018 a category EF3 Tornado (150mph winds) affected the Timberlake Road area of Campbell County. In accordance with the County's adopted Emergency Operations Plan, the County Administrator declared a local state of emergency on Tuesday, April 17th after conferring with the Director of Public Safety and assessing the storms damage.

This tornado severely damaged several businesses and residences in the County. While there were gratefully no transportable injuries reported during the event, there is an estimated \$17,288,769.00 in damage to residential, commercial and public properties in the affected area. The local declaration of emergency enables the County to coordinate with the State regarding any possible aid to impacted property owners that may be forthcoming from either the Commonwealth or FEMA.

Attachment:

- [Resolution](#)

RECOMMENDATION: Staff recommends the Board affirm the local declaration of emergency for the tornado on April 15th 2018 and adopt the attached resolution in keeping with the adopted Emergency Operations plan (EOP).

Clifton M. Tweedy, Deputy County Administrator

b. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See agenda
- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

4. [CONSENT AGENDA](#)

a. [APPROPRIATIONS](#)

Attached is an appropriation listing for the Board's consideration.

b. [COUNTY ATTORNEY INVOICE](#)

Attached is an invoice for \$11,728.00 from the county attorney for services provided from March 21, 2018 through April 18, 2018.

C. [LANDFILL ENGINEERING SERVICES](#)

For the past fifteen (15) years SCS Engineers, Inc. has assisted Campbell County with the groundwater monitoring and reporting requirements and operations and maintenance support for the groundwater pump-and-treat system for the Campbell County Sanitary Landfill. With the expiration of the previous contract, an RFP was issued to obtain proposals for a new contract. Only one (1) response was received from SCS Engineers, Inc.

d. [COYOTE BOUNTY APPLICATIONS](#)

The Department of Animal Control has received three (3) coyote bounty applications for the killing of five (5) coyotes between March 17 and March 26, 2018. Section 4-54 of the Campbell County Code established a bounty of \$50.00 for each coyote killed within the boundaries of Campbell County. The Board of Supervisors is the approving authority for payment of the claims presented. The attached [claims](#) were submitted in accordance with our ordinance.

e. [PROPOSED DESIGN BUILD POLICY UPDATE](#)

In order for local governments to pursue design-build projects, they must implement, by ordinance or resolution, procedures to follow when determining to issue an RFP that include statutory requirements found in the Virginia Code. In June of 2014, the Board implemented by resolution such a policy. Attached is a revision of that policy that has become necessary due to a change in the state code last year. The [attached revised policy](#) complies with the relevant code, found now at 2.2-4382.

f. [ELECTRONIC CARD ACCESS AND SECURITY SYSTEM](#)

The Campbell County Information Technology department is looking for qualified firms to install a Centralized System for Management of Facility Access, Identification Badges, and Security Cameras that provides staff with direct access control. A cooperative contract with the City of Falls Church has been reviewed and is requested to be utilized.

The purpose of this project is to provide Campbell County with a complete, fully unified IP-based system for controlling access to specified buildings in the complex, video surveillance for one building initially (Public Safety), and the ability to expand facility access and video monitoring throughout the County complex in the future. The County is requesting use of the cooperative agreement to purchase badge, camera, and facility access equipment up to the budgeted amount of \$57,800 that is included in the FY18 CIP Acquire Cen Sys – Mgmt Fac Access line item 4-302-094100-0082. The IT department is anticipating an additional \$28,500 in the FY19 budget that will assist in the project.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$11,728.00;**
- c. Approve SCS Engineers, Inc. as the top ranked firm and authorize staff to negotiate and execute a final contract for Landfill Engineering Services;**
- d. Approve the payment of \$50.00 for each of the five (5) coyotes killed, totaling \$250.00;**
- e. Review the proposed revisions to the design-build project policy and following discussion, implement the recommended amended policy;**
- f. Approve LV Com-Sec, Inc. as the top ranked firm in accordance with the Cooperative Contract with the City of Falls Church and authorize staff to negotiate and execute a final contract for Electronic Card Access & Security System.**

5. APPOINTMENTS

Attached for your review is a [list of appointments](#).

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

7. CLOSED MEETING – None

7:00 P.M.

8. PUBLIC HEARINGS

The following Public Hearing was advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

a. [REZONING REQUEST – WATERLICK ROAD](#)

PL-18-22 This request is to rezone 1.117 +/- acres from Business – Limited Commercial, Conditional to Business – General Commercial in order to allow for the operation of an automobile sales, service and repair establishment. The property is located at 4240 Waterlick Road, Forest, VA, and in the Timberlake Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. Staff report is [attached](#).

The property was rezoned from R-2 to B-1, Conditional on November 3, 1986. The property was then rezoned to Business – Limited Commercial, Conditional with the County initiated rezoning approved on August 15, 2005. There are existing proffers from the rezoning in 1986 that would be removed with the approval of this request. The applicant is seeking to rezone the parcel to Business – General Commercial in order to open an automotive repair shop. Mr. Jones plans to do general repair, small independent auto sales, and Virginia state inspections. The automobile sales, service and repair establishment would be located in the rear portion of the existing building. An existing concrete business will continue to use the front portion of the building for an office and shop.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 citing good zoning practice.

b. [SPECIAL USE PERMIT REQUEST – JETER COURT](#)

PL-18-16 This request is from Bryn Davis for a special use permit to use the existing single family dwelling to rent on a short-term basis as a rooming house on property zoned Residential – Single Family. The property is located at 10 Jeter Court, Lynchburg, VA, and in the Concord Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. Staff report is [attached](#).

The applicant is the owner of the property and wishes to rent out a portion of her home for overnight guests using a platform such as Airbnb. This is the primary residence of the owner and the home would not be a stand-alone vacation rental. Only a bedroom and bathroom on the basement level would be for guests. The applicant approves all guest reservations prior to their stay.

RECOMMENDATION: The Planning Commission, by vote of 7-0, recommended approval of this request with the condition recommended by staff that the applicant utilizes the site in conformance with the use described in the narrative submitted with this request.

Clifton M. Tweedy, Deputy County Administrator

c. [PUBLIC HEARING – COMBINED ANNUAL SECONDARY ROAD HEARING](#)

Attached is the [public notice](#) for a joint public hearing with VDOT on the proposed Six Year Plan for secondary road improvements. The current plan includes improvements scheduled for FY 2018-19 through FY 2023-2024. Attached are the proposed [Six Year Plan](#), [Rural Rustic Priority List](#) and proposed [resolution](#) for adoption following the public hearing.

Don Austin, Resident Engineer, will represent VDOT at the public hearing. During the public hearing, citizens will be invited to provide comment on the Six Year Plan and to request road improvements or road additions to the Secondary Road system. If individuals have more detailed questions regarding their particular road request, VDOT officials will be available following the public hearing to answer their questions in the Board Conference Room.

RECOMMENDATION: Staff recommends the Board conduct the required public hearing and adopt the attached resolution to approve the Six Year Plan for FY 2018-19 through FY 2023-24.

Paul Harvey, Director of Community Development

d. [PUBLIC HEARING – SOLAR ENERGY PROJECTS ORDINANCE](#)

The Board at its February 6th meeting authorized staff to draft amendments to the Campbell County Code to outline specifications to be reflected in the special use permit process for solar farms. The Planning Commission conducted a public hearing at its meeting on April 23rd and voted 6-0 to recommend updates to Chapter 22 (Zoning Ordinance) to address the installation of solar facilities in the area.

Attachments:

- [Amended Text for Solar Ordinance](#)
- [Public Notice](#)

RECOMMENDATION: Staff recommends the Board conduct the required public hearing concerning the amendments to Chapter 22 related to solar energy projects that were advertised, and based on any public comment adopt the amendments, with any further changes the Board believes are appropriate.

Frank J. Rogers, County Administrator

e. [PUBLIC HEARING – FY19 BUDGET PROPOSAL](#)

The Board of Supervisors authorized staff to advertise the proposed FY 2018 – 2019 budget following the Budget Workshop that was conducted on April 10. A public hearing on the proposed budget was advertised for 7:00 PM on May 1, 2018. Please find the advertisement included with the agenda.

The draft budget here is balanced for the General Fund with budgeted expenditures equaling budgeted revenues. Additionally, all Priority Initiatives approved by the Board in February have been included. There are no recommended changes in any tax rates. As additional information, the CIP is unchanged from the one approved by the Board on April 3rd.

Time is scheduled on the May 15th regular meeting agenda for the Board to make changes and take final action on the proposed budget.

RECOMMENDATION: Staff recommends the Board conduct the required public hearing. No further action is permitted until the May 15th meeting.

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9. AGENCY MINUTES AND REPORTS

- | | |
|-------------------------------------------------------------------------|-------------------|
| a. Planning Commission | February 26, 2018 |
| b. Robert E. Lee Soil & Water Conservation District | February 22, 2018 |
| c. Library Board | March 19, 2018 |
| d. Social Services Board | February 21, 2018 |
| e. Social Services Board | March 21, 2018 |
| f. School Board | February 12, 2018 |
| g. School Board | March 14, 2018 |

10. INFORMATIONAL ITEMS

- | | |
|---------------------------------------------------------|------------|
| a. Report – Expenditure/Revenue Summary | March 2018 |
| b. Report – Treasurer FY18 | March 2018 |
| c. Unassigned Cash/Fund Balances | March 2018 |
| d. Zoning Detached Structures | April 2018 |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 4/12/18

Items marked with an asterisk (*) are changed from the previously published schedule.
Underlined items are special meetings.

Tuesday, May 1st –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearing – Budget, VDOT Six Year Plan, Solar Ordinance rezoning, special use permit

Tuesday, May 8th –

5:00 PM – EMSAC – Public Safety Conference Room – (Goldsmith, Good)

6:00 PM – FAC

***Thursday, May 10th –**

11:30 AM – 1:30 PM – Employee Social – Courthouse Square

Tuesday, May 15th –

6:00 PM – Final Budget Presentation & Adoption

Region 2000 Services Authority Presentation on Solid Waste Options

Tuesday, May 22nd –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (Good, Gunter)

Tuesday, June 5th –

***5:30 PM – Board Photo**

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, none are currently scheduled

Tuesday, June 19th –

6:00 PM – No Board workshop currently scheduled

Tuesday, July 3rd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, none are currently scheduled

Tuesday, July 17th –

6:00 PM – No Board workshop currently scheduled

Tuesday, August 7th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, none are currently scheduled

Tuesday, August 14th –

5:00 PM – EMSAC – Public Safety Conference Room – (Goldsmith, Good)

6:00 PM – FAC

Monday, August 20th –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (Good, Gunter)

Tuesday, September 4th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, none are currently scheduled

Tuesday, September 18th –

6:00 PM – No Board workshop currently scheduled

Tuesday, October 2nd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearing, none are currently scheduled

Tuesday, October 16th –

6:00 PM – No Board workshop currently scheduled